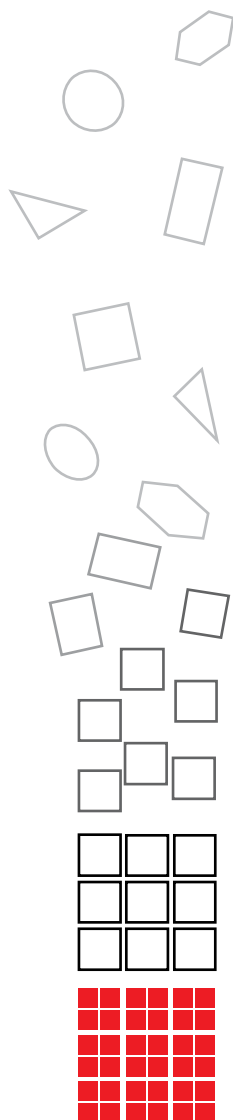




Public Records Login Instructions

Clicking on the RADIX logo will take you to the RADIX Portal. Once there you will be asked to enter the **Entity ID: 3820**, the **User Name: public**, and the **Password: public**. You will then click the "LOGIN" button.



Login

Welcome to RADIX Login

Entity ID:

User Name:

Password:

Source: 216.81.164.253

Login

Automate. Integrate. Accelerate.



This will take you to the project page where you will see the selections available, which will be “city clerk”, or “Building and Permits”. Use your mouse to select the desired project, then click the “SEARCH” button at the bottom of the page.



Projects

Search

Global Search

Results

Available Projects

Building and Permits
City Clerk

Search

Global Search

Global Search

Automate. Integrate. Accelerate.



This will take you to the “Search” page where you will enter items such as Document type, Document Date Subject, etc... Once you have entered the information you wish to base your search on, you will click the “Search” button at the bottom of the page.

- If you are wishing to search for documents with a particular word(s), enter the word(s) in the “Full Text Criteria” space. If using more than one word, separate each word with “and”.

Projects

Search

Global Search

Results

Clear Criteria

Search: City Clerk

Document Type:

Document Date:

to

Document Number:

Subject:

Meeting Type:

Committee Name:

Department:

Search Type:

Sort By:

Full Text Criteria:

Search Type:

☒ Boolean Search (and, or, not, ...)

☐ Natural Language

Search

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You will be taken to a list of documents that meet the criteria you indicated, and you can click on any of the document information to view the particular document.



RADIX

Projects

Search

Global Search

Results

Print | Email

City Clerk: 500 Documents Found (

<input type="checkbox"/>	Document Type↑	Document Date	Document Number	Subject
<input type="checkbox"/>	Ordinance	06/03/1991	1000	[Blank]
<input type="checkbox"/>	Ordinance	06/17/1991	1001	[Blank]
<input type="checkbox"/>	Ordinance	08/19/1991	1002	[Blank]
<input type="checkbox"/>	Ordinance	09/03/1991	1003	[Blank]
<input type="checkbox"/>	Ordinance	09/16/1991	1004	[Blank]

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